

Flagstaff Parking Management Concept Program Design June 2015

Note: This is an outline sketch of a potential parking management program. A Residential Permit Parking Program, an Additional Time-Limited Parking Area, and an Employee Permit Parking Program are described. It is designed to be simple, affordable, quickly implemented, and expandable. While any of the three could be implemented independently, implementing all three simultaneously would provide the minimum linkage between the various aspects of parking management and avoid negative ramifications such as spill-over or loss of parking for some stakeholder groups. The cost recovery option of installing meters (kiosks) is addressed, as is an optional alternative parking management strategy.

Part 1 - RESIDENTIAL PERMIT PARKING PROGRAM (On-street)

1. Application area
 - a. On-street parking spaces
 - b. Anywhere on Block-by-block (both sides) basis
 - i. Property owner requested
 1. By petition
 2. Requires > 51%
 - ii. Occupancy thresholds (need) required and tested by City
 - iii. Not a "District"
2. Basic Program Mechanics
 - a. Time limited parking in entire area served.
 - i. Likely two-hours
 - ii. From 8:00 am to 5:00 pm
 - iii. Except Sundays and Holidays
 - b. Permits exempt permit holder from time limit.
3. Capital Improvements
 - a. Signage
 - b. Permits
 - c. Street markings
4. Simple Permit Mechanics
 - a. One Property Owner Permit per water meter (Linked to vehicle)
 - i. No residential / non-residential distinction
 - ii. No consideration of number of units
 - iii. No consideration of on-site parking
 - b. One Guest Permit per residential water meter
 - c. Temporary Contractor Permit (linked to water meter and vehicle)
5. Compliance (Enforcement)
 - a. Add staff per every 200 spaces in the program
 - b. Civilian PD staff

6. Financial Implications

a. Expenses

- i. Setup – New requests
- ii. Signs - \$1,000 per block
- iii. Permits – Minor if simple
 - 1. Exemptions (Disabled/Affordable)
- iv. Compliance (Enforcement)
 - 1. (1) FTE or \$45,000 per year per 200 spaces
 - a. Includes PD Management
 - 2. Number needed increases with program implementation
 (Example: Southside needs (3) for whole area)
- v. Overall Management
- vi. Annual Maintenance

b. Revenues

- i. Tickets –
 - 1. State gets majority
 - 2. Remainder to Courts for Court and collection costs
- ii. Permits -
 - 1. Permits need to have value for program effectiveness
 - a. Value per year per water meter
 - b. Set by City Council
 - 2. Used to offset program costs

c. City subsidy required

- i. Ongoing
- ii. Source per City Council
- iii. Subsidy Options:

Spaces Served:	200
Cost (1) FTE =	\$45,000

Required Program Subsidy:		
Percent:	Annual*	Permit Cost:
100%	\$45,000	\$0
75%	\$33,750	\$56
50%	\$22,500	\$113
25%	\$11,250	\$169
0%	\$0	\$225

* Multiply by the number of "200 spaces" being served.

7. See also Part 4 - GENERAL TO ALL (Below)

Part 2 – ADDITIONAL TIME-LIMITED PARKING AREA (On-street / No Permits)

1. Application area
 - a. On-street parking spaces
 - b. FDBIRD (North Downtown) – Maintain, already in place
 - c. Southside (More of Beaver and SF Streets, and side streets)
 - i. City Council
 - ii. Occupancy thresholds (need) required and tested by City
2. Basic Program Mechanics
 - a. Two-hour time limited parking in entire area served.
 - i. From 8:00 am to 5:00 pm
 - ii. Except Sundays and Holidays
3. Capital Improvements
 - a. Signage
 - b. Street markings
4. Compliance (Enforcement)
 - a. Add one FTE immediately
 - i. Current staffing is too low (almost 400 spaces)
 - ii. For a total of (2)
 - b. Civilian PD staff
9. Financial Implications
 - c. Expenses
 - i. Signs - \$1,000 per block
 - ii. Compliance (Enforcement)
 1. (2) FTE or \$90,000 per year
 - a. Includes PD Management
 2. Note that (1) FTE is existing and the other is new
 - iii. Overall Management
 - iv. Annual Maintenance
 - d. Revenues
 - i. Tickets
 1. State gets majority
 2. Remainder to Courts for Court and collection costs
 - e. City subsidy required
 - i. Ongoing
 - ii. Source per City Council
5. See also Part 4- GENERAL TO ALL (Below)

Part 3 - EMPLOYEE PERMIT PARKING PROGRAM (Off-street)

1. Application area
 - a. Off-street parking spaces - Public Parking Facilities
 - i. As determined by City Council
 - ii. Phoenix Avenue Lot Initially
2. Basic Program Mechanics
 - a. Time limited parking in entire area served.
 - i. Likely two-hours
 - ii. From 8:00 am to 5:00 pm
 - iii. Except Sundays and Holidays
 - b. Permits exempt permit holder from time limit.
3. Capital Improvements
 - a. Signage
 - b. Permits
 - c. Street markings
4. Simple Permit Mechanics
 - a. Quantity issued adjusted periodically for occupancy threshold
 - b. Cost adjusted periodically for occupancy threshold
 - c. First come, first serve
5. Compliance (Enforcement)
 - a. Add one FTE per every 200 spaces in the program
 - b. Civilian PD staff
6. Financial Implications
 - a. Expenses
 - i. Setup – New requests
 - ii. Signs - \$150 each
 - iii. Permits – Minor if simple
 1. Exemptions (Disabled/Affordable)
 - iv. Compliance (Enforcement)
 2. (1) FTE or \$45,000 per year per 200 spaces
 - a. Includes PD Management
 3. Number needed increases with program implementation
(Example: Phoenix Lot requires (1))
 - v. Overall Management
 - vi. Annual Maintenance

- b. Revenues
 - i. Tickets
 - 1. State gets majority
 - 2. Remainder to Courts for Court and collection costs
 - ii.
 - iii. Permits -
 - 4. Value per year set by City Council
 - 5. Used to offset program costs
- c. City subsidy required
 - i. Ongoing
 - ii. Source per City Council
 - iii. Subsidy Options: Same as Residential Permit Parking Program

Spaces Served:	200
Cost (1) FTE =	\$45,000

Required Program Subsidy:		
Percent:	Annual*	Permit Cost:
100%	\$45,000	\$0
75%	\$33,750	\$56
50%	\$22,500	\$113
25%	\$11,250	\$169
0%	\$0	\$225

* Multiply by the number of "200 spaces" being served.

7. See also Part 4 - GENERAL TO ALL (Below)

Part 4 – GENERAL TO ALL

1. Applicable to:
 - a. Residential Permit Parking Program
 - b. Additional Time-Limited Parking Area
 - c. Employee Permit Parking Program
2. Authorities
 - a. In place (no need of ordinances, etc.)
 - b. No ARS "district" required
3. Signage Mechanics
 - a. Plans by City
 - b. On-street: One per 150' (+/-), roughly (6) per block, (3) per side
 - c. Off-street: As needed
 - d. Made in City sign shop
 - e. Installed by City crews
4. Simple Permit Mechanics
 - a. Low security / low-tech
 - i. Mirror hanger
 - ii. Color designates type
 - iii. Printed expiration
 - iv. Serial numbers
 - b. Misc Permit Rules
 - i. Annual, no pro rata – One date or?
 - ii. Non-transferable
 - iii. Lost, stolen, or otherwise – becomes void, re-purchase required
 - iv. No moving credit
 - v. All other procedures – equally simple
 - c. Exemptions
 - i. Free to holders of Permanent Disabled Placard
 - ii. Affordability relief program (to be developed)
 - d. Sales
 - i. Ongoing = Water Department Counter
 - ii. Initial rush = Add lobby sales desk, misc staffing
5. Overall Program Management
 - a. Currently a part of PD – (1) FTE
 - b. Parking Office - (Immediate Staff Oversight, Interdivisional Co-ordination, Community Education, Back-of-house, Set-up Requests, Capital Projects, Permit Sales, ADA and Cost Determinations, Meter Collection, Conflict Resolution, and Maintenance)
 - c. One FTE at some point

Part 5 – METERS (KIOSKS) OPTION

1. Needs to be “future” - If immediate implementation desired
 - a. Divisive community issue
 - b. Time to purchase, setup, etc.
2. Application area
 - a. Initially
 - i. FDBIRD (North Downtown)
 - ii. Southside (Beaver and SF Streets)
 - iii. Phoenix Avenue Lot
3. Basic Program Mechanics
 - a. Replaces time limited parking portion of programs (described above)
 - i. From 10:00 am to 10:00 pm
 - ii. Except Sundays and Holidays
 - b. Permits exempt permit holder from paying for parking
 - c. Cost varied to meet occupancy threshold
4. Additional Capital Improvements
 - a. Signage
 - b. Kiosk type meters
 - i. Programmable
 1. Variable payment (Cash, tokens, credit cards, phone, etc.)
 2. Variable cost (Location, time, date, etc.)
 - ii. One per block side (two per block)
5. Additional Financial Implications
 - a. Expenses
 - i. Signs - \$150 each
 - ii. Kiosks
 1. Purchase - \$7,500 each
 2. Lease Option
 3. Install - \$2,500 each
 - iii. Collection – Initially covered by compliance (enforcement) staff
 - iv. Annual maintenance
 - b. Revenues
 - i. Average value set by City Council
 1. Average \$1 per hour recommended
 - ii. Used to offset program costs
 - c. City subsidy required: Source per City Council
 - i. Initial cost only
 - ii. Payback potential
6. Authorities: Meters require City Council approval of locations

Part 6 - CONTRACTED PROGRAM MANAGEMENT OPTION

1. Needs to be "future" - If immediate implementation desired
 - a. Purchasing rules
 - b. Lease option
 - c. IGA Revision (if FDBIRD)
2. Possibilities are
 - a. Private parking management company
 - b. FDBIRD
 - a. Can be a Parking Authority per ARS
 - b. Interest expressed
3. All or part of management of
 - a. North Downtown
 - b. Southside
 - c. Public parking facilities
 - d. Other areas within the program
4. Fee for service or using revenues generated, but may still need subsidy

Part 7 – IMPLEMENTATION

1. A Few Possible Options
 - a. Immediate Implementation Option
 - i. Direct staff to implement any or all of:
 1. Residential Permit Parking Program
 2. Additional Time-Limited Parking Area
 3. Employee Permit Parking Program
 - ii. And, bring back for future consideration any or all of:
 1. Any un-adopted programs (from above)
 2. Affordability Relief Program
 3. Meters (Kiosks)
 4. Contracted Program Management
 - b. Comprehensive Implementation Option
 - i. Direct staff to bring back for future consideration any or all of:
 1. Residential Permit Parking Program
 2. Additional Time-Limited Parking Area
 3. Employee Permit Parking Program
 4. Affordability Relief Program
 5. Meters (Kiosks)
 6. Contracted Program Management
 - c. Other?
2. Other Possible Options
 - a. Already suggested by stakeholders
 - i. Parking Ambassadors
 - ii. "OPPS" / Courtesy Tickets
 - iii. Signage / Messaging (Program Branding, Wayfinding, etc.)
 - iv. Educational Outreach
 - v. Targeted enforcement around NAU
 - b. Broaden community outreach prior to implementation
 - c. Other?
3. Expectations – Anticipate:
 - a. A "rush" for
 - a. Residential Permit Parking installations
 - b. Permits
 - b. Simplicity of design will likely require adjustments in the future
 - a. Permit fraud (Sales, Counterfeit, Guest Permit Abuse, etc.)
 - b. Unforeseen circumstances
 - c. Cost increases
 - a. Program growth
 - b. Required program adjustments
 - c. Unforeseen circumstances